



THE GARDEN CLUB *of* AMERICA

# **Flower Show & Judging Guide**

2023 Edition

## **Book 1**

### **GCA Major Shows**

Including Sanctioned non-GCA Major Flower Shows

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# CHAPTER I: GENERAL REQUIREMENTS AND TIMETABLE

## I. Required Elements

- A. Sponsored by GCA club(s)
- B. Follow the specifications set forth in this guide
- C. Held on a regular timetable, e.g., every 2 or 3 years
  - 1. Same location is preferable
- D. Open to the public
  - 1. Admission may be charged
  - 2. 2 days or more
  - 3. Accessible location
- E. At least 51% of all entries in each division from GCA club members
- F. Divisions - all 5 divisions required
  - 1. Division I - Floral Design
    - a) Minimum of 6 classes
    - b) Minimum of 4 entries per class
    - c) No fewer than 36 entries
    - d) Eligible for GCA Special Awards
  - 2. Division II - Horticulture
    - a) Minimum of 60 exhibitors
    - b) No fewer than 100 entries
    - c) Eligible for GCA Special Awards
  - 3. Division III - Photography
    - a) Juried Entries
      - (1) Minimum 6 classes
      - (2) Maximum 16 entries per class
    - b) Final Entries
      - (1) Minimum 6 classes
      - (2) Minimum 4 entries per class
      - (3) No fewer than 36 entries
      - (4) Eligible for GCA Special Awards
  - 4. Division IV - Botanical Arts
    - a) Minimum of 3 classes
    - b) Minimum of 4 entries per class
    - c) No fewer than 18 entries
    - d) Eligible for GCA Special Awards
  - 5. Division V - Education
    - a) Large Exhibit(s)
    - b) May be presented by the club(s) or by non-members, local organizations or civic groups
    - c) Educational topics relating to the purpose of the GCA
    - d) Eligible for GCA Special Awards

#### G. Schedule

1. Use the appropriate schedule template provided on the GCA website
2. Email the draft schedule in Word document format to the GCA Flower Show Committee chair for review at [flowershowchair@gcamerica.org](mailto:flowershowchair@gcamerica.org)
3. Once approved, email the final schedule with graphics as a PDF to [flowershow@gcamerica.org](mailto:flowershow@gcamerica.org) for posting on the GCA calendar

#### H. Judges

1. List of judges provided by GCA Judging Committee chair in consultation with the Judging Committee zone representative
2. List of judges for Special Awards panels provided by the Judging Committee chair
3. Organized based on the charts located on the Judging Committee landing page under the [JUDGING A FLOWER SHOW resource category](#) > [Composition of Panels](#)
4. Judges may not judge a class or serve on the Special Awards panel for a class in which they have entered

#### I. Show Evaluation

1. The Flower Show Committee chair (or designee) conducts a judges' evaluation at the conclusion of the show's judging
2. Evaluation will be provided to
  - a) Flower Show chair(s)
  - b) GCA Flower Show Committee chair
  - c) Sponsoring club(s) president(s)
3. All participating judges and prospective judges must attend the evaluation
4. Host club members may not participate in the judges' evaluation

#### J. GCA Major Flower Show status review

1. Every 6 years by GCA Flower Show Committee to ensure the standards of excellence are upheld
2. GCA Major Flower Show status may be revoked if the show fails to meet requirements or standards

## II. Awards and Medals

A. GCA Special Awards and medals will be shipped from GCA Headquarters to the show Awards chair approximately one month prior to the date of the flower show

#### B. GCA Division Awards

1. **[FD]** [Carol Coffey Swift Medal of Excellence](#), [Certificate of Excellence in Floral Design](#), [Fenwick Medal](#), [Margaret Clover Symonds Medal](#), [Sandra Baylor Novice Floral Design Award](#)
2. **[H]** [Certificate of Excellence in Horticulture](#), [Elizabeth Platt Corning Medal](#), [Louise Agge Wrinkle Horticulture Propagation Award](#), [GCA Novice Award in Horticulture](#)
3. **[P]** [Certificate of Excellence in Photography](#), [Photography Creativity Award](#), [GCA Novice Award in Photography](#)

4. **[BA]** [Certificate of Excellence in Botanical Arts](#), [Botanical Arts Creativity Award](#), [GCA Novice Award in Botanical Arts](#)
  5. **[ED]** [Ann Lyon Crammond Award](#), [Certificate of Excellence in Conservation](#)
  6. Best in Show
    - a) [Floral Design](#)
    - b) [Horticulture](#)
    - c) [Photography](#)
    - d) [Botanical Arts](#)
- C. GCA Overall Awards:
1. [Award of Appreciation](#)
  2. [Judges' Commendation](#)
- D. Additional non-GCA awards may be presented by sponsoring club(s), zones or other organizations

### III. Committees

- A. Depending upon the size and complexity of a show, some committees may be combined, and co-chairs may be appointed for any position
- B. Communication among the committees is essential as decisions made by one committee impact the role of another
- C. Required committees needing a chair or co-chairs
  1. Show
  2. Division chairs
  3. Schedule
  4. Staging and signage/graphics
  5. Judges, clerks and passers
  6. Registration
  7. Class consultants
  8. Awards
  9. Printing
  10. Publicity
  11. Treasurer
  12. Show photographer
- D. Optional committees
  1. Hospitality and housing
  2. Preview party
  3. Supplemental Classes
  4. Specialty Classes
  5. Tickets
  6. Transportation

### IV. Procedure

- A. Contact the Flower Show Committee zone representative and request approval of show date

1. Flower Show Committee zone representative will contact the GCA Flower Show Committee chair and GCA staff administrator for approval of selected date(s)
  2. Flower shows may not be scheduled during the GCA Annual meeting, GCA quarterly business meetings, Shirley Meneice Horticulture conference, NAL conference, or Zone meetings with flower shows in adjacent zones
  3. Future flower shows may not be posted on the GCA calendar for a year in which the GCA Annual Meeting has not yet been scheduled
  4. The Flower Show Committee staff administrator will post the date(s) on the GCA calendar
- B. Select site and theme
  - C. Select chair of show and committee chairs (See [Chapter II Guidelines and Responsibilities](#) for job descriptions and responsibilities)
  - D. Select committee members
  - E. Write a schedule using GCA Major Flower Show template and incorporate the theme throughout the schedule
  - F. Clubs may rely on the Flower Show, Floral Design, Horticulture, Photography, Conservation and Garden History & Design Committee zone representatives for assistance in planning the show and writing the schedule
  - G. Work with the Flower Show Committee zone representative to refine schedule
  - H. Email the draft schedule in Word format to GCA Flower Show Committee chair for review
  - I. After the schedule is approved, contact the Judging Committee zone representative for a list of approved judges, prospective judges, and candidates in the judging program; the final list is made in consultation with the show Judges chair and the Judging Committee zone representative
  - J. Follow the suggested timetable

## **V. Suggested timetable**

- A. 30-36 months
  1. Check date with local calendar, then secure date with GCA Flower Show Committee chair
  2. Add show date to GCA calendar (see VI. A. 4. Procedure above)
- B. 18-24 months
  1. Select Show chair and/or co-chairs and Division chairs
  2. Choose theme
  3. Choose location and hours
  4. Appoint committee chairs
  5. Check with the GCA administrator about insurance
  6. Set budget
  7. Write the schedule in consultation with Division and Staging chairs
  8. Have schedule approved as follows
    - a) Email draft schedule, without photographs or artwork, to Flower Show Committee zone representative for suggested edits

- (1) Incorporate representative's suggestions into draft schedule
  - b) Email draft schedule in Word format to the GCA Flower Show Committee chair for review at [flowershowchair@gcamerica.org](mailto:flowershowchair@gcamerica.org)
  - c) Incorporate schedule readers' suggested edits
  - d) Final draft must be approved by the GCA Flower Show Committee chair
  - e) After approval, send PDF of schedule to [flowershow@gcamerica.org](mailto:flowershow@gcamerica.org) for posting on the GCA calendar by GCA staff
- C. 16-18 months
  - 1. Select committee members and class consultants
  - 2. Plan staging
    - a) Plan layout and supplies
    - b) Construct new staging, if necessary
    - c) Confirm measurements of all staging
  - 3. Plan printing
    - a) Schedules
    - b) Entry cards
    - c) Signage
    - d) Invitations
    - e) Abbreviated schedules to distribute at the show, if desired
- D. 12 months
  - 1. Post approved schedule as a PDF on GCA website
  - 2. Distribute printed schedules if applicable
- E. 6 months
  - 1. Contact Judging Committee zone representative(s) from other zones for a list of judges to be invited
  - 2. Contact GCA Judging Committee chair for list of judges (preferably from zones outside show zone) for Special Awards panels
  - 3. Invite judges
  - 4. Send information packet to confirmed judges, passers and clerks
    - a) Flower Show Schedule
    - b) Hospitality and hotel information
    - c) Judge's timetable
    - d) Driving directions
    - e) List of judges
  - 5. Hold club workshops for
    - a) Specific classes
    - b) New exhibitors
    - c) Clerks
    - d) Passers
- F. 1-3 months
  - 1. Send final information to confirmed judges, passers and clerks
    - a) Panel and class assignments



- b) Last-minute updates
  - 2. Print signage
  - 3. Prepare staging, if necessary
  - 4. Assemble supplies for passers, judges and clerks
    - a) Name tags
    - b) Clipboards and pens
    - c) Other supplies including printed copies of schedules (See [Chapter II Guidelines and Responsibilities](#))
  - 5. Confirm receipt of medals and awards certificates (mailed to Awards chair 1 month in advance from GCA headquarters)
    - a) Print Judges Commendation and Award of Appreciation certificates
    - b) Make copies of GCA Special Awards certificates
      - (1) In the event that 1 copy is mislabeled
      - (2) Keep original to be printed or hand-lettered for the recipient
  - 6. Print entry cards and Horticulture propagation cards
    - a) May be used as posted on the GCA website or personalized for show provided information on the GCA entry card template is included
  - 7. Order award stickers or ribbons
- G. Final week
- 1. Set up show
  - 2. Provide hospitality for exhibitors and show workers
  - 3. Provide hospitality (coffee, lunch or dinner) for judges
- H. Post-show
- 1. Write thank you notes to judges, exhibitors and committee members
  - 2. Return all floral design components, photography, and botanical arts entries (if applicable) to exhibitors
  - 3. Return entry card and any ribbon and/or awards received
    - a) Include a list of winners in the class and/or division
  - 4. Complete [Flower Show Awards Record Sheet](#) on the GCA website for any GCA Special Awards presented
  - 5. Return any GCA Special Awards not given to GCA headquarters
  - 6. Committee chairs write reports as a record for the next show
  - 7. Wrap-up meeting to review show evaluation and committee reports
  - 8. Arrange storage of show files and staging inventory

## CHAPTER II: GUIDELINES AND RESPONSIBILITIES

### I. Date

- A. Check the GCA calendar, keeping in mind that Flower Shows may not be scheduled during GCA quarterly business meetings, GCA Annual meeting, Shirley Meneice Horticulture conference, NAL conference, or Zone meetings with flower shows in adjacent zones
- B. Check community calendars for conflicting local events
- C. Request date approval from the Flower Show Committee zone representative. The GCA Flower Show Committee chair will confirm that the requested date is available. The Flower Show Committee zone representative will then post the Flower Show to the GCA website calendar

### II. Venue Considerations

- A. Layout and circulation
- B. Lighting
- C. Background
- D. Parking and public access
- E. Loading and unloading areas
- F. Available hours of operation
- G. Costs
- H. Room capacity
- I. Water source
- J. Wi-Fi or Internet access

### III. Finances, insurance and security

- A. Prepare a budget and appoint a Treasurer
- B. Consult GCA Flower Show Committee Finance Committee Liaison to establish whether the GCA insurance policy is adequate. If needed, email questions to [insurancequestions@gcamerica.org](mailto:insurancequestions@gcamerica.org)
  1. GCA Major Flower Shows are covered if held by GCA garden clubs
  2. Additional insurance coverage for liability and theft may be advisable
- C. Notify police for security and traffic control; check with the fire marshal if needed

### IV. Show chair (or co-chair) responsibilities

- A. Oversee and coordinate communication between all committees to ensure that the timetable is on track and GCA procedures and requirements are met
- B. Select committee chairs who should
  1. Review *current* Flower Show & Judging Guide (FS&JG) responsibilities
  2. Review appropriate Flower Show template
- C. Select show site and negotiate details for use of venue
- D. Select theme and parameters of the show with Schedule, Staging and Division chairs
- E. Submit schedule for approval, in conjunction with Schedule chair, to GCA Flower Show Committee chair
- F. Send approved schedule at least 1 year in advance to

1. GCA Flower Show Committee chair
  2. GCA Flower Show staff administrator
  3. Flower Show Committee zone representative
  4. Club presidents or flower show chairs in zone and adjacent zones - suggested
- G. Ask a dignitary to be an honorary chair, if desired
- H. Plan for sufficient volunteers and labor to
1. Greet exhibitors and help unload entries
  2. Move and place horticulture exhibits
  3. Help with staging/set-up
  4. Answer questions at the show
  5. Run errands
  6. Clean up
- I. Coordinate with Staging chair on any new staging necessary or repair of existing staging
- J. Discuss details of preview party, if applicable
- K. Ensure all printed materials and graphics are coordinated
- L. Assist or offer guidance as needed
- M. Hold wrap-up meeting, collect reports, entry sheets and photos for club records and future flower show planning

## **V. Committee chair (or co-chair) responsibilities**

### **A. Awards**

1. GCA Awards listed in the schedule
  - a) Are considered approved when the schedule is approved
  - b) Are mailed to the Awards chair approximately one month prior to the show from GCA headquarters
  - c) Verify that all Awards listed in the schedule have been received. Any awards sent that are not in the schedule may not be given at the show
  - d) Coordinate with Printing chair to print [Judges' Commendations](#) and [Award of Appreciation](#) certificates from the GCA website
    - (1) Print on cardstock
2. Order a sufficient quantity of award stickers/ribbons
  - a) Coordinate the needs of all Divisions
    - (1) Multiple stickers/ribbons should be available for joint entries
    - (2) Additional Honorable Mention stickers/ribbons should be available for classes in the Floral Design, Horticulture, Photography, and Botanical Arts Division, if applicable
  - a) GCA award and class commendation stickers are available on the [GCA Marketplace](#)
  - b) If using ribbons, they are purchased from an outside source such as [Hodges Badge Company](#) or [gospikes.com](#) or [Ribbons Galore](#) or others
3. Organize an awards table, conveniently located for all Divisions, with all GCA Special Awards and club awards, stickers, ribbons and pens to be used for comments and citations

- a) Request a list of exhibitors with entry numbers from each Division/Registration chair as an aid in recording awards
- b) Make copies of the GCA Special Awards in case of error or for temporary display
- c) Arrange for the lettering of certificates
- d) Arrange for the inscription of Medals (at the show's expense). Include
  - (1) Name of winning exhibitor
  - (2) Date of Flower Show
  - (3) If room, Flower Show name
4. Extra copies of award certificates and medals for dual exhibitors may be ordered from GCA at the show's expense
  - a) Duplicate medals average \$100 to \$150 depending on specific medal
5. Confirm all awards are placed in accordance with judges' decisions
  - a) Only judging panels assigned to the show may authorize the awarding of ribbons or other GCA Special Awards
6. Work with the Show Photographer to ensure that all entries receiving GCA Special Awards are photographed. Copy or photograph each winner's entry card, key cards (for horticulture and botanical arts entries) and award cards to compile information to complete the [Flower Show Awards Record Sheet](#) after judging
7. Complete the [Flower Show Awards Record Sheet](#) on the GCA website. This form is used by GCA staff to add winners to the GCA Flower Show Awards database on the GCA website
  - a) The following information is required
    - (1) Winner's name(s) and club(s)
    - (2) Class title
    - (3) Judges' citation
    - (4) Plant material (for Horticulture awards)
    - (5) Statement of Intent or title, if applicable
    - (6) A digital photo of each winning entry
8. Return any GCA Special Awards not given to GCA Headquarters
9. Send all Division chairs a list of awards results

#### **B. Class consultants**

1. Are links between exhibitors and Division chairs in the Floral Design, Horticulture, Photography, and Botanical Arts Divisions
2. May not exhibit in a class for which they are a consultant
3. Should be experienced exhibitors who understand the implications of the questions asked. May serve as consultants for multiple classes. This job may be done by the Division chair
4. Should be thoroughly familiar with the intent of the class, staging and rules of the show
5. Should be helpful to exhibitors traveling to the show

6. Answer exhibitors' questions after conferring, if necessary, with the appropriate Division chair or the Passing committee
7. Communicate in writing to all exhibitors in a class any questions asked by other exhibitors and any changes made in rules or guidelines well in advance of the show.
  - a) Group emails should be blind copied or sent individually to conceal the names of exhibitors
8. Should have contact information listed in the schedule

### **C. Clerks**

1. Clerks may be
  - a) Candidates in the judging program
  - a) Club members interested in the discipline and/or judging program
  - b) Prospective judges
  - c) Ideally should not clerk in a class in which they are exhibiting
2. Assign 2 clerks to each judging panel
  - a) May be done by the show Judges chair
  - b) Judging Committee zone representative assigns Candidate clerks to panels
3. Conduct a workshop on clerks' duties for clerks not in the GCA judging program
4. Distribute copies of [Clerk Duties](#) to each clerk well before the show
5. Prepare clerks clipboards
  - a) Flower Show Schedule
  - b) Plenty of writing paper or a notepad
  - c) [Judges Final Comment Forms](#)
  - d) Blank Judges Commendation certificates
  - e) Clerk worksheets found on Flower Show Committee > Planning a Flower Show resource category > [GCA MAJOR FLOWER SHOWS](#)
  - f) Award stickers/ribbons
  - g) Pencils and black pens
  - h) White correction pen or tape
  - i) Colored highlighters
6. Clerk's briefing at the flower show
  - a) Review the [Clerk Duties](#) information with clerks
  - b) Make sure clerks know where they will meet their judges
  - c) Make sure clerks know the location of their panel's classes
  - d) Make sure clerks know where the Awards table is located

### **D. Division I-V: Floral Design, Horticulture, Photography, Botanical Arts, Education (and optional Specialty Classes)**

1. In conjunction with the show chair, oversee all aspects of their Division
2. Assist in writing the schedule using the current GCA Flower Show template
3. Work with the Registration chair or incorporate registration into the Division chair job and see [Chapter II Registration chair](#)

4. May not enter their division in Floral Design, Photography or Botanical Arts
5. Assure that classes are filled. If exhibitors are needed, contact
  - a) Presidents or flower show chairs of other clubs
  - b) Flower Show Committee zone representative
  - c) Other GCA zone representatives
  - d) Friends in other clubs
6. For Education Division chair, assure that exhibit(s) are planned and executed
7. Appoint class consultants
8. Work with Passing and Judges committees to select passers
9. Coordinate with printing committee to provide entry cards
10. Arrange for volunteer labor to assist show exhibitors
  - a) Help unload and transport exhibits to the staging area and/or exhibitors' tables
  - b) Know the show floor plan, the location of electrical outlets, water, parking and restrooms
  - c) Be familiar with flower show entry/passing procedures
  - d) Provide any equipment the exhibitor may have forgotten, such as towels, tape, scissors, clippers, stakes, etc.
  - e) Help remove, load or return exhibits at close of flower show
11. Coordinate with Staging committee to provide work tables for exhibitors
12. Be available to answer questions and solve problems on the day of the show
13. Compile information from class consultants and passers to present at judge's briefing
14. Be available (nearby but off the show floor) during judging to answer questions
15. Consider writing thank you notes to all exhibitors
16. Specific to the Photography chair
  - a. Should be an approved or prospective GCA photography judge
  - b. Read Juried Judging Forms and Procedures before writing the schedule
  - c. Coordinate with the Judges chair to conduct Juried Judging as outlined in the procedures

#### **E. Hospitality**

1. Duties vary depending on the size and duration of the show
2. Provide water, coffee, tea, etc., during show setup times for the exhibitors and volunteers
3. For the judges and passers and out-of-town clerks
  - a) Arrange for water, coffee, tea, etc., and/or luncheon, depending upon when judging takes place
  - b) In conjunction with the Judges chair, arrange for dinner, accommodations, parking passes, and transportation to and from the show for any invited guest, judge or passer
4. Hosts at the show

- a) If the show is staged in 1 or more houses as part of a home show or house tour, the hospitality committee should provide a host for each location

## **F. Judges**

1. Contact GCA Judging Committee chair as soon as schedule is approved
  - a) Provide flower show schedule to the Judging Committee zone chair to determine number of judges needed
  - b) Request a list of approved judges, prospective judges and candidate clerks
  - c) Request panel for Photography juried judging
  - d) Request list for Special Panels judges
  - e) Collaborate on the selection of judges
2. Invite judges
  - a) By email (blind copied or individually) or phone
  - b) GCA Judging Committee chair will continue to supply names as needed
3. Timing for judging
  - a) Allow time after the briefing for judges to view the overall show
  - b) Allow a minimum of two hours for initial judging and an additional 30 minutes for Special Awards judging
  - c) Consider the number of classes each panel will judge to complete judging within a reasonable time; depending on the number of entries per class, each panel should judge no more than
    - (1) 2 to 3 Floral Design classes
    - (2) 5 to 8 Horticulture classes
    - (3) 3 to 4 Photography classes
    - (4) 2 to 3 Botanical Arts classes
    - (5) 1 to 2 Education Division exhibits
    - (6) 2 to 3 Supplemental classes
    - (7) 2 to 3 Specialty classes
4. Coordinate with the Division and/or Registration chairs to ensure that judges will not judge classes in which they are exhibiting
5. Coordinate with Passing chair on judges invited to pass
6. Invite GCA Flower Show Committee chair and GCA Judging Committee chair to be present or to judge
7. Contact GCA Judging Committee chair with final list of judges who have accepted and collaborate on
  - a) Judging panels
    - (1) Judges from the same area should not all serve on the same panel, if possible
    - (2) Selection of out-of-town judges is encouraged for all shows to provide unbiased opinions
  - b) Class assignments

- c) Special Award panels
  - (1) A judge who has entered may not serve on a Special Awards panel
  - (2) Judges for Special Awards may also serve as judges for the show
  - (3) May be assigned by Judging Committee zone representative
- 8. Send a confirmation to the judges in a timely manner. Include
  - a) Schedule
  - b) Panel and class assignments
  - c) Directions to the show
  - d) Names and addresses of other judges to aid in travel planning
  - e) Hostess's names, phone, and address, if applicable
  - f) Timetable for judging, show evaluation, and any social events
  - g) Reminder to stay for the evaluation
- 9. Provide information about lodging for anyone assisting with judging, clerking or passing, if applicable
- 10. A list of local judges from other organizations should be on hand in the event of emergencies
- 11. Provide location for the flower show evaluation by the GCA Flower Show Committee chair to be held immediately after judging
  - a) Send final list of judges, including passers, with emails to the GCA Flower Show Committee chair for evaluation follow-up
  - b) Judges sit by discipline at the evaluation
  - c) Notify chair of the number of tables that will be used at the evaluation
  - d) GCA Flower Show chair will provide onsite evaluation forms and tent cards
- 12. Judges briefing
  - a) Conduct judges briefing to announce changes and procedures
  - b) Each Division chair should brief the judges about
    - (1) Classes not filled
    - (2) Classes with no entries
      - (a) e.g., in the case of Horticulture classes "not made"
    - (3) Changes made in the schedule
    - (4) Clarifications of/or changes in the rules given to exhibitors
    - (5) Unusual weather conditions
  - c) Reminder that only judges can assess the interpretation or style of a design
  - d) Information from the passing committee on additional subdivisions or any other matters of concern
  - e) Criteria for club/venue awards, if applicable
- 13. The judges chair should state that
  - a) All passed entries must be judged



- b) Division chairs are available to answer questions that arise during judging
  - c) Coordinating judges should keep track of timing
  - d) GCA Special Awards are to be given only if merited
  - e) Horticulture judges are encouraged to write comments when possible
  - f) Scales of points are included in the show schedule or can be found in the [FS&JG Book 4. Judging at Flower Shows](#)
  - g) Judges' Commendations are available for exhibits or other aspects of the show of special merit and to keep commendations in mind as they are judging
  - h) Awards of Appreciation are available for exhibits that do not qualify for GCA Special Awards or ribbons
14. Without a Clerks chair, the Judges chair shall brief the clerks. See *Clerks chair job description*
15. At the show
- a) Provide flower show schedules for judges
  - b) Provide name tags, including the designation 'Judge' or 'Prospective Judge' and discipline
16. After the show, of appreciation should be written to the judges, prospective judges, and candidate clerks

### **G. Passing**

1. Invite passers 4 months in advance of the show and make certain any out-of-town passers are included in hospitality for the judges
  - a) Coordinate with Judges chair to avoid duplicate invitations
2. Ensure sufficient numbers of passers are on hand
3. Passers should be experienced exhibitors; GCA Approved, Prospective or Emeritus judges; Candidates in the judging program or plant society experts
4. Passers should be easily identified by apron, armband or name tag
5. Provide registration or [entry record sheets](#) for each class
6. Provide supplies for passers
  - a) Schedules
  - b) Tape measure
  - c) Red and black waterproof pens or pencils
  - d) Apron with pockets
  - e) White correction pen
  - f) Chalk
  - g) Highlighters
7. Provide supplies for exhibitors
  - a) [Entry cards](#)
  - b) [Propagation cards](#)
  - c) Pens
  - d) Bottles, wedging and water
  - e) Chalk

- f) Emergency supply box: Q-tips®, clippers, scissors, soft brushes, tweezers, soilless mix, mister, rags, small fork, Xacto® knife, trowel, tack-it, glue, oasis sure-stik, floral pins, wire, floral shears and clippers, u-glu, top dressing, tape, stapler, staking materials
- 8. Provide reference books such as *The AHS A-Z Encyclopedia of Garden Plants* and a computer with internet access for plant material identification
- 9. Provide lists of threatened, endangered, and locally invasive plant material [List/National Invasive Species](#)
- 10. Highlighters may be used to indicate entries that are eligible for Special Awards with specific requirements (concealed until Special Awards panels' judging)
- 11. After the show, a letter of appreciation should be written to the passers
- 12. Floral Design Passing  
*See FS&JG Book 4, Judging at Flower Shows for more about Passing*
  - a) Verify
    - (1) Entry cards are properly numbered
    - (2) Plant material is properly identified
    - (3) Novice status indicated, if appropriate
    - (4) Club award eligibility indicated, if appropriate
    - (5) Statement of Intent is included, if required
- 13. Horticulture Passing  
*See FS&JG Book 4, Judging at Flower Shows for more about Passing*
  - a) Plan the passing area for logical and efficient traffic flow
    - (1) Signs should be placed above each table indicating its function
    - (2) Grooming tables should be close to the passing table
  - b) Horticulture entries/exhibits are numbered sequentially upon passing, regardless of class
  - c) Verify
    - (1) Entry cards and key cards or propagation cards are properly numbered
    - (2) Plant material is properly identified
    - (3) Length of ownership is stated
    - (4) Novice status indicated, if appropriate
    - (5) Club award eligibility indicated, if appropriate
  - d) For Division V Education exhibits, verify
    - (1) entry cards are properly filled out
    - (2) plant material is properly labeled on the entry card or in the exhibit
    - (3) Statement of Intent complies with schedule requirements
- 14. Photography Passing  
*See FS&JG Book 4, Judging at Flower Shows for more about Passing*
  - a) Two passers, may be
    - (1) Photography Division chair or class consultant
    - (2) Members of the GCA Photography judging program

- b) If Passers have concerns that an image does not conform to the class specifications, they should consult with the Division chair or Photography zone representative to determine if the image should be passed
  - c) Verify
    - (1) Entry cards and photographs are properly numbered
    - (2) Plant material is properly identified, if required in schedule
    - (3) Statement of Intent is included, if required
    - (4) Novice status indicated, if appropriate
    - (5) Club award eligibility indicated, if appropriate
15. Botanical Arts Passing
- See FS&JG Book 4, Judging at Flower Shows for more about Passing*
- a) In-person or virtual passing
  - b) Two passers, may be
    - (1) Botanical Arts Division chair or class consultant
    - (2) Members of the GCA Botanical Arts judging program
  - c) Verify
    - (1) Entry cards and sample cards are properly numbered
    - (2) Plant material is properly identified
    - (3) Statement of intent is included, if required
    - (4) Novice status indicated, if appropriate
    - (5) Club award eligibility indicated, if appropriate
16. Specialty Classes Passing
- a) Verify
    - (1) Entry cards are properly numbered
    - (2) Novice status indicated, if appropriate
    - (3) Club award eligibility indicated, if appropriate

#### **H. Printing/Signage/Entry cards**

1. A committee to handle printing and mailing is necessary for most shows
2. All printed materials should be consistent with the [GCA Style Guidelines](#) as well as in
  - a) Color
  - b) Card stock
  - c) Graphics and artwork
  - d) Font
3. Depending on the size of the show, the following printing may be required
  - a) Flower Show Schedule
  - b) Abbreviated schedule for use at show, if desired
  - c) Entry cards
  - d) Propagation cards
  - e) Show signage (see [Chapter IV Staging and Signage](#) for more information)
    - (1) Signs for each class, including a description of the class

- (2) Parking signs
- (3) Directional or educational signs, including restrooms
- (4) On-site directions for reaching the show floor
- f) Invitations for Preview party or other events
- g) Posters
- h) Tickets
- i) Name tags
- j) Stationery
- 4. Entry cards
  - a) Entry cards should be neat, legible, accurate and printed on heavy paper or cardstock with waterproof ink
  - b) [Templates for entry cards](#) in each division are on the GCA website and may be personalized to incorporate the show's color, theme or logo
  - c) For clubs planning to type final entry cards, preliminary entry cards should be filled out in duplicate so that an entry is never left without an entry card
    - (1) Number of typists required will depend on the number of entries being processed and the time allotted for the entry/passing process
  - d) Entry cards should be available prior to the show for those wishing to fill them out in advance
    - (1) It is suggested that the show committee post the cards on the club or show website for use by entrants
  - e) Entry cards must include:
    - (1) Class number and entry number of exhibit (added when registered or passed)
    - (2) Exhibitor's name, garden club or other affiliation, zone, novice status and GCA Special Awards and club awards eligibility
    - (3) Space for the plant material list, both botanical and common names
    - (4) Space for judges' comments and award (entry cards for Floral Design, Photography and Botanical Arts Divisions need more comment space than entry cards for the Horticulture Division)
    - (5) Space for the Passing checkbox in the upper right-hand corner of the main section of the card (always visible)
    - (6) Space on the Horticulture entry card for information regarding growing conditions, propagation and length of ownership
    - (7) Space on Floral Design, Photography and Botanical Arts entry cards for a brief Statement of Intent or title

## **I. Publicity**

- 1. A press release may be written, in accordance to GCA Style Guidelines, for
  - a) Plant Societies
  - b) Newspapers

- c) Radio
- d) Television
- e) Social media
- 2. Media packets may include
  - a) Schedules
  - b) Photographs of club members preparing for the show (with permission)
  - c) Club's membership in The Garden Club of America
  - d) Any other descriptive material
  - e) Contact information
- 3. Posters may be displayed in the community
- 4. After the show, post to media
  - a) Names of award winners (with permission)
  - b) Accompanying story
  - c) Photographs

## **J. Registration**

*One registration chair for each division. This job may be done by the Division chair.*

1. Receive and coordinate registration forms
  - a) Acknowledge advance registrations
2. Notify the Division chair
  - a) As registrations are received
  - b) When classes have openings
  - c) When classes are filled
3. Notify the Judges chair when out-of-club judges register
4. Keep names of exhibitors confidential
5. Determine that no exhibitor has more than the permitted number of entries in a class
6. Provide entry cards to exhibitors
  - a) In advance of the show
  - b) At the time of entry at the show
7. Maintain a separate Entry Book (printed or digital) for each Division
  - a) Each class should have a separate page to record
    - (1) Entry number
    - (2) Exhibitor name
    - (3) Exhibitor club
    - (4) Novice status and Special Awards information
    - (5) Any ribbon or award won at the show
8. Entry Book sample pages are on the GCA website
  - a) [Floral Design Entry Book](#)
  - b) [Horticulture Entry Book](#)
  - c) [Photography Entry Book](#)
  - d) [Botanical Arts Entry Book](#)
  - e) Specialty Classes Entry Book

9. Assign an entry number to an exhibit when registered or passed and record this number in Entry Book
10. Provide Awards and Passing chairs with a copy of the Entry Book prior to judging
11. Data in the Entry Book is used
  - a) As a record of all exhibitors and awards
  - b) By the clerks
    - (1) To help locate entries eligible for novice and GCA Special Awards
    - (2) To update and record information for each entry
  - c) By the Awards chair
    - (1) To record ribbons and GCA Special Awards
    - (2) To total points for sweepstakes awards
    - (3) For the Corliss Knapp Eagle Sweepstakes Award at Zone Flower Shows
    - (4) As an aid in submitting the Flower Show Awards Record Submission Form
  - d) As a record of Horticulture entered to aid in planning future shows
12. Floral Design Registration chair - additional responsibilities  
*In coordination with the Division chair and/or class consultants*
  - a) Send staging information to exhibitors
    - (1) Background color
    - (2) Exact measurements
    - (3) Lighting
  - b) Welcome exhibitors and direct them to class locations
    - (1) Spaces are chosen on a first-come, first-served basis or
    - (2) Label the staging with the name and entry number of the exhibitor assigned to that location
  - c) Make provisions for returning containers or components to out-of-town exhibitors
    - (1) Exhibitors should provide payment and shipping information in advance
13. Horticulture Registration chair - additional responsibilities  
*In coordination with the Division chair and/or class consultants*
  - a) Suggest classes be subdivided if a large number of entries is evident
  - b) Water entries if needed
14. Photography Registration chair - additional responsibilities  
*In coordination with the Division chair and/or class consultants*
  - a) Finalists printed photographs must be received by the date listed in the schedule
  - b) Upon receipt of each entry
    - (1) Confirm that the entry arrived in good condition
    - (2) Confirm dimensions are correct

- (3) Confirm matting and mounting requirements comply with schedule
  - (4) Confirm Statement of Intent included, if required
  - (5) Confirm plant material is listed, if required
  - (6) Review entry card and entry form for accuracy
  - (7) Verify return postage is enclosed
  - c) Coordinate with Division and Passing chairs to conduct passing at least 4 weeks prior to judging to allow time for corrections by the exhibitor
  - d) If necessary and time permits, contact the exhibitor to correct any problems
  - e) Keep all packaging for returns to exhibitors
  - f) Install the entries at the show
    - (1) Verify that all entry cards are correctly numbered and placed correctly
  - g) Return all entries after the show
    - (1) Include entry card with comments, ribbon or GCA Special Award
  - h) Email judging results to all entrants
    - (1) List of GCA Special Award winners
    - (2) Request these winners [submit their images](#) to Focus magazine
  - i) The Photography Division of GCA Major Flower Shows is required to be juried.
    - (1) [Juried Judging Resources](#) are available on the Photography page on the GCA website
    - (2) Coordinate with the Division chair and Judges chair to conduct juried judging according to procedures and schedule timeline
    - (3) Notify finalists and non-finalists
15. Botanical Arts Registration chair - additional responsibilities  
*In coordination with the Division chair and/or class consultants*
- a) Entries must be received by the date listed in the schedule.
  - b) Upon receipt of each entry
    - (1) Confirm that the entry arrived in good condition
    - (2) Confirm dimensions are correct
    - (3) Confirm sample card is included
    - (4) Confirm directions for display included
    - (5) Review entry card for accuracy
    - (6) Verify return postage is enclosed
  - c) Coordinate with Division and Passing chairs to conduct passing at least 4 weeks prior to judging to allow time for corrections by the exhibitor(s)
  - d) If necessary and time permits, contact exhibitor(s) to correct any problems

- e) Keep all packaging for returns to exhibitors
  - f) Install the entries at the show
    - (1) Verify that all entry cards are correctly numbered and placed correctly
  - g) Return all entries after the show
    - (1) Include entry card with comments, sample card, ribbon and GCA Special Award
16. Specialty Classes Registration chair - additional responsibilities  
*In coordination with the Specialty Classes chair and/or class consultants*
- a) Send pertinent staging information to exhibitors
    - (1) Background color
    - (2) Exact measurements
    - (3) Lighting
    - (4) Venue AV requirements
    - (5) Wi-Fi availability
    - (6) Electrical outlets availability
  - b) Welcome exhibitors and direct them to class locations
    - (1) Spaces are chosen on a first-come, first served basis, or
    - (2) Label the staging with the name and entry number of the exhibitor assigned to that location
  - c) Make provisions for returning exhibits to out-of-town exhibitors
    - (1) Exhibitors must provide shipping information and arrange for payment of shipping charges in advance

## **K. Schedule**

1. See [Chapter III Schedules > Writing a schedule](#)
2. Work in conjunction with show, Division and Staging chairs
3. Use the current GCA Major Flower Show Schedule Template from the [Flower Show Committee > Planning a Flower Show resource](#)
4. All Divisions I-V are required
5. Study schedules from other shows for ideas (available in the GCA calendar on the GCA website)
6. Zone representatives (Flower Show, Floral Design, Horticulture, Photography, Conservation, Garden History & Design) are available for consultation
7. Select a theme
8. For Floral Design, Horticulture, Photography, and Botanical Arts Divisions
  - a) Determine the number of classes that can be filled by the sponsoring group and the number of exhibitors from other clubs who will support the show by entering
  - b) Determine the number of classes taking into account minimum requirements as outlined under [Chapter I General Requirements > Divisions](#)
  - c) Plan for a few more than the minimum number of entries to allow for unforeseen withdrawals or exhibits that cannot be passed



- d) Involve Division chair in writing class descriptions
  - e) Must be open to members of all GCA clubs
  - f) Consider opening the show to plant societies and/or National Garden Club exhibitors
9. Schedule design may be as elaborate or modest as the committee chooses
  10. Theme should be incorporated throughout all Divisions
  11. Review schedule with Flower Show Committee zone representative and make revisions
  12. Email a draft copy of the schedule in Word to the GCA Flower Show Committee chair for approval (ideally 1 year in advance of the show)
  13. Email the final PDF of the schedule to the GCA Flower Show Committee chair and staff administrator for posting on the GCA website

#### **L. Show Photographer**

1. General procedures
  - a) Purpose of documenting a flower show is:
    - (1) To have a visual record
    - (2) To have photographs for GCA Awards Record Submission Form
    - (3) To have photographs for club newsletter, website or GCA Bulletin
    - (4) To send results to exhibitors
2. May be an experienced amateur or professional photographer
  - a) See [How to Photograph a Flower Show](#) on the GCA website for Guidelines and tips
  - a) Show personnel with knowledge of Floral Design, Horticulture, Photography, Botanical Arts and Education exhibits should assist the photographer
3. After the show
  - a) Provide Awards chair with individual photos of each GCA Special Award winning entry
  - b) Provide Division chair with
    - (1) Overall class photo(s)
    - (2) Photos of GCA Special Award winning entries
  - c) Provide Show chair with all show photos

#### **M. Staging**

1. The staging chair, in conjunction with the show and Division chairs, sets the overall scene for the flower show
  - a) Participate in writing the schedule
  - b) Work out a floor plan for the entire show
  - c) Consult with Show chair to determine resources and budget
  - d) Select committee members
  - e) Locate existing staging, confirm measurements and/or design new staging

- f) Establish color scheme for the show
- g) Plan for adequate lighting
- h) Provide class signs and other signage if there is not a separate Signage committee
- i) Arrange for any additional decorations that would help to present an attractive, unified flower show
- j) Provide tables and chairs for passers and exhibitors during set-up time, and an awards table during the show
- k) Provide water and trash receptacles
- l) Set up and dismantle the show
- m) Catalog and arrange for storage of reusable staging
- n) Coordinate any use of WiFi or electrical outlets needed for exhibits
- o) Consider using QR (Quick Response) Codes on signage to relay additional information

**N. Treasurer**

- 1. Sets budget for show in conjunction with committee chairs
- 2. Reimburses for pre-approved expenses including all award costs for duplicate medals or certificates, ribbons and/or stickers
- 3. Manages expenses of preview party or other events associated with the show, if applicable
- 4. Prepares final accounting of expenses and receipts

**O. Tickets**

- 1. Admission fees are discouraged at GCA Flower Shows
- 2. If show tickets are to be sold, complimentary show tickets should be given to
  - a) Judges
  - b) Out-of-town passers
  - c) Out-of-town clerks
  - d) Special guests
  - e) Press
- 3. If a preview party is planned, judges should be provided an opportunity to purchase tickets
- 4. Admission fees typically charged at GCA Major Flower shows

## CHAPTER III: SCHEDULES

*Chapter III addresses How to Write a Flower Show Schedule, various options to consider, and the required elements. Use this chapter in conjunction with the appropriate Flower Show template.*

### I. Writing a schedule

- A. Use the current version of the [GCA Major Flower Shows](#) > GCA Major Flower Shows Template
- B. Do not rework an old schedule as guidelines change

### II. Schedule format

- A. Must include
  1. Sponsoring Club(s)
  2. Member of The Garden Club of America
  3. Flower Show Title
  4. Type of Flower Show
  5. Flower Show Dates
  6. Flower Show Venue and Address
  7. Dates and Times show is open to the public
  8. Admission Fee or Free of Charge
- B. Present show theme, GCA rules, and rules specific to the show or venue
- C. Include general information, Division guidelines, registration and entry forms
- D. Include clear and succinct class requirements
- E. Include detailed information about staging and restrictions
- F. Include Scales of Points used in judging

### III. General schedule considerations

- A. Guidelines in the GCA Major Flower Show template < [GCA Major Flower Shows](#)
- B. Available space for entries
- C. [Number of entries required for GCA Special Awards eligibility](#)
- D. Number of Judging panels required
- E. Variety of classes
- F. Class titles for creative classes should carry out the show theme and present concepts for interpretation by exhibitors
- G. Capability of exhibitors
  1. Novice
  2. Experienced
- H. Availability and cost of staging

### IV. Division I Floral Design

- A. Before writing the Floral Design schedule, consideration should be given to
  1. Availability of plant material
  2. Staging
    - a) Variety in staging
    - b) Verify correct measurements

- c) Avoid placing exhibits in front of windows
  - 3. Specific requirements or restriction
- B. Flower Show zone representative is available for guidance
- C. Individual class descriptions must include the following
  - 1. Title and description of the class
    - a) It is best to use the theme or title of the class to inspire the exhibitor's creativity rather than to prescribe the design style
    - b) If a design style is called for, a complete definition must be included
  - 2. Number of entries per class
  - 3. Class consultant's name, phone and email
  - 4. Description of staging
    - a) Dimensions and color
    - b) Total space available for design
    - c) Background color
    - d) Type and source of lighting
    - e) From how many sides the design will be viewed and judged
  - 5. Specific requirements for each class, if applicable
    - a) Limitations, if any, on plant material
      - (1) Only fresh
      - (2) Only dried
      - (3) Only foliage
      - (4) Including fruits and/or vegetables
      - (5) From exhibitor's garden
      - (6) Mono-botanic
      - (7) Monochromatic
    - b) Required components, if any
    - c) Special requirements
      - (1) On more than one level, hanging, on the floor, on a shared table, etc
      - (2) Inclusion of water, lighting effects, suspended, etc.
    - d) Restrictions
      - (1) Size limits
      - (2) Color
      - (3) Other
- D. The recommended scales of points for judging may be
  - 1. Included with class description, or
  - 2. In the Guidelines with specific class information
  - 3. Found in the *FS&JG Book 4, Judging at Flower Shows*
- E. Floral design classes may include
  - 1. Any and all design styles (see [FS&JG Book 5. Glossary of Terms](#) for descriptions to include in the schedule)
  - 2. Designs staged on
    - a) Pedestals

- b) Tables
    - c) Floor
    - d) Niche
    - e) Other
  - 3. Table designs
    - a) Functional tables
    - b) Exhibition tables
  - 4. Miniature designs
  - 5. Hanging designs
  - 6. Specific component(s) to be incorporated into the design
  - 7. Novice exhibitors only
  - 8. Challenge classes
    - a) Designs are executed at the flower show
    - b) Fee may be charged
    - c) Exhibitor supplies own clippers
    - d) Not eligible for Best in Show or GCA Special Awards
    - e) Two types of classes
      - (1) Plant material and components provided at the show or
      - (2) Components sent to exhibitors in advance
        - (a) Number of components required is specified
        - (b) Exhibitor adds plant material at show
  - 9. Invitational classes may include
    - a) Previous winners
    - b) Judges
    - c) Other selected group
  - 10. Expert-novice pairing
  - 11. Other
- F. Supplemental Floral Design classes
- 1. Count, at the discretion of the schedule readers, in the required minimum number of entries for qualification of GCA Flower Show status with the exception of youth classes
  - 2. Not eligible for GCA Special Awards or Best in Show
  - 3. May comprise no more than two classes
  - 4. Other types of floral designs using predominantly fresh plant material
    - a) Corsages
    - b) Dioramas
    - c) Swags
    - d) Wreaths
    - e) Youth classes
  - 5. May combine horticulture and floral design
    - a) Pot-et-fleur with design as a major element
    - b) Vignettes

## V. Division II Horticulture

- A. Before writing the Horticulture schedule, consideration should be given to
  - 1. Availability of plant material in gardens at the time of the show
  - 2. Available staging
    - a) Including containers for cut specimens, if the committee provides them
    - b) Variety in staging
    - c) Obtain correct measurements
  - 3. Specific requirements or restrictions
    - a) No added leaf shine, or other artificial enhancements, including paint, markers, etc.
  - 4. Inclusion of sustainable practices
  - 5. Subdivision in the schedule is preferable to subdividing at the show
    - a) Facilitates giving more awards
    - b) Makes more manageable classes for judging
    - c) Subdivided classes may be
      - (1) Plant types, families, species, variegation, etc.
      - (2) Other
    - d) Broad class titles, e.g., annuals, foliage plants require subdivision at show
- B. Horticulture zone representative is available for guidance
- C. Other information that may be included with guidelines
  - 1. Length of cut stem may be measured
    - a) From lip of container to tip of stem, “lip to tip”, or
    - b) As full length of stem
  - 2. Whether containers with drainage holes require/may include saucers
  - 3. Top dressings
    - a) Should enhance exhibit
      - (1) Be suitable in color, shape, size and type of material
      - (2) Not be distracting
      - (3) Reflect plant’s native environment
        - (a) e.g., sand or fine gravel for a desert plant
        - (b) e.g., organic, fine compost for a woodland plant
        - (c) Other
      - (4) Should be neat and clean such as
        - (a) Very clean black top dressing (screened soil)
        - (b) Worm castings
      - (5) Hide soil additives such as perlite, vermiculite, granular or pelletized/pelleted fertilizers, other distracting materials
      - (6) Special considerations
        - (a) Moss is permissible and not considered a separate plant when used as top dressing
        - (b) No coffee grounds (molds quickly)

- (c) Top dressing is not always necessary, such as when a plant completely covers the soil
- 4. Wedging for cut specimens
  - a) Stems
    - (1) Boxwood and celery are prohibited
    - (2) No leaves visible underwater
  - b) Plastic wrap - consider earth-friendly
  - c) Natural sponge (may be stained with coffee or tea)
  - d) Colorless marbles
  - e) Other
  - f) No wedging is an option
- D. Key card(s) (diagram or plant list) is required when multiple different plants are displayed in an exhibit
  - 1. Botanical and common names required
  - 2. Card should be a maximum of 5" by 8"
    - a) Unlined white card completed in black waterproof ink, or typed, or in a waterproof bag
    - b) May include image or photograph, no larger than 5" x 8", with corresponding numbers
    - c) Must be legible
- E. Propagation card is required when an entry is to be considered for a propagation award
  - 1. Card should be a maximum of 5" x 8"
    - a) Unlined white card and completed in black waterproof ink, or typed, or in a waterproof bag
    - b) Or printed [Horticulture Propagation Card](#)
    - c) Propagation details
      - (1) Method & dates of propagation
      - (2) Growing medium, growing conditions, and potting up
    - d) Must be legible
- F. The recommended scales of points for judging may be
  - 1. Included with class description, or
  - 2. In the Guidelines with specific class information
  - 3. Found in the *FS&JG Book 4, Judging at Flower Shows*
- G. Individual class descriptions must include the following
  - 1. Title and description of class
    - a) Theme-inspired titles (optional)
    - b) Horticultural specifics
  - 2. Limitation (if any) of the number of entries per class
  - 3. Staging specifications
  - 4. Requirements for Cut Specimen classes
    - a) Specific description (state minimum number required)
      - (1) Stem, Spike, Branch, or Spray

- (a) Flowering
      - (b) Foliage
      - (c) Fruiting
    - (2) Foliage
    - (3) Other
  - b) Specify if any foliage must be attached to the stem
  - c) Specify how the length of cut stem may be measured
    - (1) From lip of container to tip of stem, "*lip-to-tip*", or
    - (2) As full length of stem
5. Requirements for Cut Collections
- a) Minimum number of different varieties
  - b) Flowering, Foliage, Fruiting, or combination
  - c) Container requirements
  - d) Type of collection
    - (1) Examples: Plant families, genus, species, flower color, plant color, herbs, annuals, perennials, shrubs, trees, Freeman Medal winners, shade, sun, tropicals, etc.
6. Optional requirements for fruit and vegetable entries
- a) Staged on ceramic, paper, or glass plates or other containers provided by the committee or exhibitor (state in the schedule)
  - b) Schedule may suggest number of pieces for a single variety class
    - (1) Determined by size
      - (a) Large, e.g., 1 pumpkin or melon
      - (b) Medium, e.g., 3 - 5 peaches, tomatoes, or onions
      - (c) Small, e.g., 6 or more berries or cherry tomatoes
  - c) Multiple varieties e.g., Collections of fruits and vegetables
    - (1) Container guidelines (points given for staging and arrangement), e.g.,
      - (a) Basket
      - (b) Bowl
      - (c) Box
      - (d) Wagon
      - (e) Other
7. Requirements for container-grown plants
- a) Limitation, if any, on the number of plants of the same/different species or cultivar, per container
  - b) More than 1 plant of the same species or cultivar per container may be requested/permitted
  - c) Use of the term 'specimen' limits the exhibit to 1 individual plant per container
  - d) Top dressing with moss or other plant material is permitted and is not considered another plant when judged
  - e) Description of plant material



- (1) Flowering
  - (2) Foliage (flowers may be present/judged for foliage)
  - (3) Fruiting
  - f) Limitations, if any, on the size of container
  - g) Minimum number of genera, species, cultivars or varieties required for container-grown collections
  - h) Container options
    - (1) Terra cotta
    - (2) Trough
    - (3) Miniature landscapes, mixed plantings in a single container
    - (4) Terrariums/Wardian cases (grown under glass)
    - (5) Other
- H. Horticulture classes may include
1. Cut specimens
  2. Container grown
  3. Novice classes
  4. Previous winners (entry card must note if not eligible for Special Awards previously won)
  5. Classes with specific historic or growth properties
    - a) Specific cultural properties
    - b) Propagation requirements
    - c) Country of origin
    - d) Medicinal or culinary uses
    - e) Ethnobotanical uses
    - f) Other
  6. Challenge classes
    - a) Begin with identical material, such as
      - (1) Rooted plants
      - (2) Cuttings
      - (3) Rooted cuttings
      - (4) Seeds or spores
      - (5) Bulbs
      - (6) Other
  7. Cut collections from exhibitor's garden
    - a) Arrangement: Presentation of cuttings from the garden
    - b) Cut specimens: Collection
  8. Small or miniature gardens
    - a) To include/exclude scaled accessories
    - b) Scale should be listed in class description (e.g. 1" = 1')
  9. Container gardens
    - a) Trough
    - b) Window boxes
    - c) Terrace planters

- d) Terrariums or Wardian cases
- e) Other
- 10. Miniature or dwarf plants
- 11. Native plants
- 12. Trained plants
  - a) Grown and trained by exhibitor (not just maintained)
  - b) Grown and created by exhibitor
  - c) Staking is/is not permitted
- 13. Botanical families
  - a) Rooted
  - b) Cut
- 14. Propagation ([use Propagation card](#))
  - a) Mother and child
  - b) Grandmother, mother and child
  - c) Same Family/Genus, different technique
  - d) Plants grown from seed or spore
  - e) Plants grown from cuttings
  - f) Plants grown from layering
  - g) Plants grown from root cuttings
  - h) Plants grown from leaf cuttings
  - i) Plants grown with by grafting
  - j) Plants grown by division
  - k) Plants grown by tissue culture
  - l) Other
- 15. Grown using environmentally healthy practices
  - a) Must include a [key card](#) (see [Chapter III Schedules > Division II Horticulture](#) > Key Card) explaining how the plant was grown
  - b) May use
    - (1) Disease-resistant plants
    - (2) Native plants
    - (3) Plants with low water or fertilizer needs
    - (4) Other
  - c) Can be a separate class or placed throughout the show
  - d) Signage should highlight
    - (1) Healthy practices
    - (2) Sustainably grown exhibit
- 16. Plants that attract pollinators <http://pollinator.org/guides>
- 17. Collections may be based on
  - a) Habitat
  - b) Origin
  - c) Leaf color
  - d) Flower color
  - e) Botanical Family/Genus

- f) Fragrance
  - g) Leaf form or texture
  - h) Other
18. Long-term ownership
- a) 5 years or more
  - b) 10 years or more
19. Pot-et-fleur with length of ownership requirement
- a) Rooted plant material grown together by exhibitor for a specified period of time
20. Par
- a) Par class is open to an exhibit of outstanding horticultural merit that does not qualify for entry elsewhere in the horticulture division (*required wording*)
  - b) Exhibits in Par classes must have been owned and grown by the exhibitor for a minimum of one year. (*required wording*)
  - c) Stands should be allowed for plants that cascade
  - d) Each exhibit is judged on its own and against perfection
  - e) Each exhibit may be given a first, second, or third place award
  - f) Cut specimens and hanging baskets are discouraged
  - g) Exhibits are assumed to be mature, top-quality specimens of their type
  - h) Exhibits may be any of the following, provided other classes are not included in the schedule for entry of these examples:
    - (1) Container-grown plants
    - (2) Bulbs
    - (3) Terrariums, troughs, etc.
    - (4) "Parent and child" plants as a single entry
    - (5) Orchids
    - (6) Topiary (schedule should state which mechanics are allowed)
21. Other
- I. Supplemental Horticulture classes
- 1. Length ownership requirement waived
  - 2. Count, at the discretion of the schedule readers, in the required minimum number of entries (with the exception of youth classes) for qualification as a GCA Major Flower Show
  - 3. Are not eligible for GCA Special Awards or Best in Show
  - 4. Eligibility status noted on entry card
  - 5. Classes could be
    - a) Window boxes
    - b) Planters
    - c) Garden design
      - (1) Emphasis on landscape design
      - (2) Size of area and hardscape specified
      - (3) May require exhibitors meeting to discuss questions

- d) Pot-et-fleur without length of ownership requirement
  - e) Miniature gardens
  - f) Youth classes
  - g) Other
- J. Organization and terminology
- 1. Horticulture classes must be numbered consecutively
  - 2. Class letters used for subdividing classes
    - a) Implemented only after passing
    - b) At the direction of passers and judges
  - 3. Classes may be listed by order of staging
  - 4. Par and supplemental classes are listed last
- K. Sustainable practices encouraged
- 1. Synthetic herbicides and pesticides are discouraged
  - 2. Integrated Pest Management (IPM) is encouraged
  - 3. Plant material may be
    - a) A species or cultivar with good insect and disease resistance
    - b) Grown with lower water and nutrient needs
    - c) Attractive to beneficial insects and pollinators
    - d) Low maintenance, with lower water and nutrient needs

## VI. Division III Photography

- A. Before writing the Photography schedule, consideration should be given to
- 1. Monochrome, color and creative techniques in separate classes
  - 2. Staging
    - a) Photography hung at approximately 50" - 60" from floor
    - b) Ideal space to view is from 4 feet away
    - c) Photos must hang securely
    - d) Ensure adequate lighting
    - e) Avoid glare or backlighting
  - 3. Specific class requirements or restrictions
  - 4. [Juried judging resources](#) < Photography Committee
- B. Photography zone representative is available for guidance
- C. Individual class descriptions must include
- 1. Title and description of the class
    - a) A complete definition of the type of design
  - 2. Number of entries per class
  - 3. Class consultant name, phone and email
- D. The recommended scales of points for judging may be
- 1. Included with class description, or
  - 2. In the Guidelines with specific class information
  - 3. Found in the *FS&JG Book 4, Judging at Flower Shows*
- E. Registration deadlines may be staggered, to allow registration in the following order
- 1. Club
  - 2. Zone

3. All GCA club members
- F. Delivery deadline for digital submissions for juried judging
  - Should be at least one month before juried judging
  1. Should be listed in the Timetable for Exhibitors
- G. Finalist and non-finalist notification date
  1. Should be listed in the Timetable for Exhibitors
- H. Delivery deadline for printed photograph
  1. Should be at least one month before the show
  2. Should be listed in the Timetable for Exhibitors
- I. Photography classes may include (see [FS&JG Book 5, Glossary of Terms](#) for definitions)
  1. Black and White or Monochrome
  2. Color
  3. Creative Techniques
    - a) May require a 4" x 6" of the original image, or a composite if more than one original image, to be hung next to the entry after judging
  4. Close-up or Macro
  5. Landscapes: Cityscapes, Seascapes, Cultural or Intimate Landscapes
  6. Still Life
    - a) Composed
    - b) Found
    - c) Portrait
  7. Other photography classes not defined in the *FS&JG Book 5, Glossary of Terms* may be
    - a) Endangered species
    - b) Gardens, urban scenes, farms
    - c) Historical building(s)
    - d) Moods, emotions, nature
    - e) Travel, national parks
    - f) Special techniques and lenses
    - g) Smartphone/tablet photos
    - h) Novice
    - i) Mixed Media
    - j) Other
  8. Other
  9. Par classes are not permitted

## VII. Division IV Botanical Arts

- A. Before writing the Botanical Arts schedule, consideration should be given to
  1. Staging
    - a) All entries in a class should be displayed at the same level
      - (1) Approximately 50" from the floor for small items
      - (2) On pedestals or platforms for larger items

- b) Cover appropriate surfaces with neutral (white, cream, gray, black) fabric or tablecloth
    - c) Verify correct measurements
    - d) Bases or stands may be supplied by committee in advance
      - (1) Stands for shoes, purses, frames, hats, headpieces, tiaras, etc.
      - (2) Velvet displays for jewelry
      - (3) Consider stability of staging
    - e) Enclosed staging, if available (e.g. under plexiglass) to protect entries
  - 2. Specific class requirements or restrictions
- B. Delivery deadline for entries
  - 1. Should be at least one month before show
  - 2. Should be listed in the Timetable for Exhibitors
- C. Individual class descriptions must include
  - 1. Title and description of the class
    - a) A complete definition of the type of design
  - 2. Number of entries per class
  - 3. Description of staging
    - a) Dimensions and color
    - b) Total space available for design
    - c) Background color
    - d) Type and source of lighting
    - e) From how many sides and at what height will the design be viewed and judged
  - 4. Sample card/key card requirement
    - a) On either 4" x 6" or 5" x 8" (as specified in the schedule) unlined white cardstock
    - b) With a small, untreated sample of all plant material used
    - c) Plant material must be labeled with botanical and common names
  - 5. Class consultant's name, phone and email
- D. Botanical Arts classes may include (see [FS&JG Book 5. Glossary of Terms](#) for definitions of these categories)
  - 1. Botanical Jewelry
    - a) Only dried plant material
    - b) Artificial, endangered, and locally invasive plant material not permitted
    - c) Plant material may be treated
    - d) Plant material processed only by the exhibitor
    - e) Must appear to be wearable
      - (1) Mechanics or structural base material may not be visible
      - (2) Accurately scaled with realistic details such as clasps and fasteners
      - (3) For a brooch class, a pin on the back is not necessary as it may interfere with staging
  - 2. Botanical Embellishment

- a) Only dried plant material
  - b) Artificial, endangered, and locally invasive plant material not permitted
  - c) Plant material may be treated
  - d) Plant material processed by exhibitor
  - e) Embellishment of existing natural or man-made form
  - f) Complete coverage of form is not required unless specified
  - g) May require an entry fee for form supplied by committee
3. Botanical Couture
- a) Only dried plant material
  - b) Artificial, endangered, and locally invasive plant material not permitted
  - c) Plant material may be treated
  - d) Plant material processed by exhibitor
  - e) Mechanics or structural base may not be visible
  - f) A couture form (dress, hat, shoes, purse, etc.) completely created from dried plant material
  - g) Couture form may be supplied by committee
4. Botanical Forms - A design of any other form other than those described above
- a) Only dried plant material
  - b) Artificial, endangered, and locally invasive plant material not permitted
  - c) Plant material may be treated
  - d) Plant material processed by exhibitor
  - e) Mechanics or structural base may not be visible
5. Challenge Classes
- a) Not eligible for GCA Special Awards or Best in Show
  - b) Noted in the schedule
  - c) Fee may apply
- E. Other information that may be included in the guidelines
1. Committee may install exhibits
    - a) Exhibitor should include special instructions for display
  2. If installation is required by exhibitor, state time, materials, and methods permitted
    - a) Fine, straight pins
    - b) Wire clippers
    - c) Adhesive glue dots
    - d) Fine invisible thread
    - e) Other
  3. Scales of Points by which the classes will be judged (see *FS&JG Book 4, Judging at Flower Shows* for scales of points)
- F. Not permitted in Botanical Arts
1. Use of commercially processed or manufactured materials
  2. Food products such as couscous, pasta, tapioca, white rice, etc.
  3. Milled wood, balsa wood, toothpicks, string/thread, or hemp cord, etc.

4. Loose glitter
5. Thick coatings of resins, epoxy, or nail polish
6. Gemstones made only from resin, epoxy, or nail polish (gemstones must be made from plant material)
7. Accessories
8. Predominance of decorative painting to depict scenes, figures, borders, etc.
  - a) Should be created with plant material
  - b) Should not be created with decorative painting
9. Construction mechanics of non-plant material, which must be completely concealed by permitted plant material, may be
  - a) Cardboard
  - b) Metal
  - c) Twine
  - d) String
  - e) Cording
  - f) Other

## VIII. Division V Education

- A. Before writing the Education schedule consideration should be given to
  1. Educational impact
  2. Selection of educational topic(s) relating to GCA areas of interest that align with the show theme
  3. Ability of exhibitors to deliver and install exhibits
  4. Specific requirements or restrictions for awards and entries
- B. Conservation, Horticulture, and Garden History and Design Committee zone representative(s) are available for guidance
- C. Large Exhibits, developed in conjunction with theme of show
  1. May be created by
    - a) Club members
    - b) Conservation organization
    - c) Local scouts, clubs, schools
    - d) Local government or business
    - e) An ongoing relationship between the club and an outside organization that enables each to promote its mission
  2. Statement(s) of Intent (50 words or less) required in the schedule
    - a) Fulfillment of the Statement of Intent is one criteria for judging
  3. Eligible for one of the following GCA special awards
    - a) [Ann Lyon Crammond Award](#) **OR**
    - b) [Certificate of Excellence in Conservation](#)
  4. Consider how the exhibit materials can serve a purpose beyond the flower show, e.g., at an education center, nature center, school or with a conservation organization
  5. Exhibits may be presented for educational display only



6. Include scales of points for exhibit(s) to be judged (see *FS&JG Book 4, Judging at Flower Shows*)
- D. Additional guidelines for education exhibits
1. The purpose of an education exhibit is to share information on issues important to the GCA such as conservation, horticulture, garden history and design, etc.
  2. Suggested topics for Conservation and Garden History and Design can be found on the GCA website
  3. Exhibit may not be used again in a GCA or GCA Major Flower Show unless significantly altered if applying Crammond Award or Certificate of Excellence
  4. Exhibits may include membership solicitation if it is a minor aspect of the presentation material
  5. Exhibits should make an impact with a clear message
    - a) Limited text presented in a large, easy-to-read font
    - b) Text in active (not passive) voice is preferred
    - c) Strong, large images
    - d) Easy-to-grasp concepts
    - e) Incorporate tangible objects where feasible, such as
      - (1) Live plants, produce, seeds, seed cones, etc.
      - (2) Examples of products or materials
      - (3) Before and after images
      - (4) Drawings of future work
      - (5) Publications
  6. Live or preserved plant material may be used
    - a) Should support expressed intent of exhibit
    - b) Should be used to illustrate concepts
    - c) Invasive material may be exhibited for educational purposes only and must be clearly identified as such
    - d) Seeds, fruit and flowers of invasive plants must be bagged or under glass to prevent dispersal
    - e) Any and all invasive plant material must be responsibly removed after the show
  7. Exhibits using plant material
    - a) Must include botanical and common names
    - b) Should be labeled with key card or diagram
    - c) May use a photo key card if labeling would detract from visual presentation or plants are too numerous
    - d) Must be examined by the show committee for freedom from disease and insect infestation
  8. Written material should be
    - a) Clear and concise
    - b) Accurate
    - c) Printed on recycled paper on both sides

- d) Available on the club's website, if applicable
- e) Good "go-to" references
- 9. Video displays are permitted
  - a) Digital labeling is permitted in video
  - b) Arrangement for equipment must be made in advance
  - c) Screen should be conveniently placed and large enough for easy viewing
- 10. Other considerations
  - a) Handouts should be only be used when considered essential
  - b) QR Codes can provide additional material as an alternative to handouts
  - c) Exhibit or exhibit materials may have a purpose after the flower show at a nature center, school, conservation organization, etc.

## IX. Specialty Classes

- A. Before writing the schedule consideration should be given to
  - 1. Classes do not count toward minimum number of required classes
  - 2. Staging
  - 3. Specific requirements or restrictions
  - 4. May require an entry fee
- B. Speciality classes may include
  - 1. Needle Arts
  - 2. Pressed Plants
  - 3. Video
  - 4. Other
- C. Individual class descriptions must include the following
  - 1. Title and description of class
  - 2. Number of entries per class
  - 3. Description of staging
    - a) Dimensions and Color
    - b) Total space available for design
    - c) Background color
    - d) Type and source of lighting
    - e) From how many sides and at what height design will be viewed and judged
  - 4. Specific requirements for each class, if applicable
    - a) Size limits
    - b) Color
    - c) Other
  - 5. Scales of points for the classes to be judged (see *FS&JG Book 4, Judging at Flower Shows*)
  - 6. Class consultant's name, phone and email
- D. Needle Arts
  - 1. Stipulated form of needle art stitched by exhibitor

2. Need not contain plant material
3. Entry should include a stitch and fiber card
4. Should relate to show theme or interpretation of specified object
5. Schedule should indicate
  - a) If it is to be the exhibitor's original design or if pre-printed canvas is permitted/supplied
  - b) If complete coverage of canvas is required
    - (1) Crewel and embroidery do not require complete coverage of canvas
  - c) If there are specific thread requirements
  - d) Directions for display e.g., flat, framed, backed, stuffed, etc.
  - e) Signature or initials are not permitted on the artwork
  - f) If matting is used as part of framing, it must not be used as a design component
  - g) Frame for display may be supplied by the committee
  - h) Entry fee may be charged for materials and/or finishing
  - i) Finishing requirements to be stated in schedule
    - (1) All entries finished by exhibitor(s) or
    - (2) All entries finished by committee
    - (3) Should be the same for all entries
  - j) Committee may install exhibits following special instructions for display from exhibitor

#### E. Pressed Plants

1. An artistic "painting" or design created from pressed plant material
2. Must be two-dimensional, matted and framed under glass, acrylic or plastic
3. Not permitted
  - a) Matting as a design component
  - b) Overlays, underlays, or glossy papers
  - c) Fabrics, rice papers, lace, photographic images, drawings
  - d) Lamination or coating of plant material, unless specifically stated in the schedule guidelines
  - e) Artificial coloring or plant material including paint
  - f) Painted or drawn backgrounds
  - g) Three-dimensional plant material unless specifically stated in the schedule
  - h) Signed works of art
4. Three-dimensional pressed plant creations
  - a) Must have plant material securely attached
  - b) May only be used when permitted by schedule
  - c) Must be protected by a fixative or similar coating

#### F. Video Classes

1. Subjects should pertain to GCA areas of interest, e.g., Horticulture, Floral Design, Garden History and Design, Conservation and the environment, historic preservation and civic improvement
2. A Statement of Intent (25 words or less) is recommended
3. Schedule should indicate theme, subject matter, and length of video (1-3 minutes suggested)
4. Guidelines should state
  - a) Manipulated images and/or filters are permitted/not permitted
  - b) Sound manipulation and/or filters are permitted/not permitted
  - c) Digital labeling, e.g., a title page, concluding page, and narrative pages may be included
5. A guide to entering [Video Classes in GCA Flower Shows](#) can be found on the Flower Show Committee landing page

## CHAPTER IV: STAGING AND SIGNAGE

### I. Staging

#### A. Staging Overview

1. Overall look of the show
  - a) Is the responsibility of the staging committee
  - b) Show should have overall cohesiveness with consistent color, graphics and signage
  - c) May use decorative objects to welcome visitors
    - (1) Urns
    - (2) Planted pots
    - (3) Props related to show theme
2. Floor plan
  - a) Staging and Division chairs draw up overall floor plan
  - b) Adequate floor space for each Division and the individual classes within Division
3. Space
  - a) Adequate and appropriate space for all exhibits including
    - (1) Entry cards
    - (2) Statement of Intent cards
    - (3) Key cards
    - (4) Propagation cards
    - (5) Awards
  - b) Viewed and judged from close-up to a distance of 4 feet
  - c) All divisions incorporated into overall layout
  - d) Division V Education exhibit should be prominently placed
4. Traffic flow
  - a) Logical movement through show
    - (1) Consider wheelchair accessibility
    - (2) Allow aisle widths to permit viewing and passage
  - b) Show may be set up by
    - (1) Classes may be staged in distinct Divisions or
    - (2) Divisions and classes integrated
  - c) Fire and police departments consulted regarding safety requirements
5. Color
  - a) Background of staging should enhance exhibits, such as
    - (1) Same material as table covers
    - (2) Finely woven bamboo
    - (3) Matting
    - (4) Corrugated paper
    - (5) Other
6. Lighting
  - a) Overall show lighting

- (1) All entries and exhibits must be evenly and adequately lit
  - (2) Classes should not be staged with a light source behind them
    - (a) If placed in front of a window or other light source, a background should be placed between the light source and exhibits
    - (b) Where this is not possible, additional lighting facing the exhibit should be provided
  - (3) Spotlights on directional signage helpful
  - (4) Consider temperature of lighting on exhibits
    - (a) Compact fluorescents are cooler
    - (b) LED lights are the coolest
  - b) Additional lighting in Floral Design
    - (1) Cool as possible for longevity of plant material
    - (2) Lighting during setup should be sufficient for creating designs
    - (3) Lighting options in niches may be
      - (a) From above, from sides or from below
      - (b) From source not visible
      - (c) Flexible so exhibitors can individually enhance their designs
  - c) Additional lighting in Horticulture
    - (1) Include bright lighting in exhibitor preparation area to allow
      - (a) Plants to be groomed
      - (b) Passers to do a proper job
      - (c) Each exhibit to be shown to its advantage
7. Constructed staging
- a) Accurate dimensions must be in the class description in the schedule
  - b) Additional information on staging must be given to exhibitors in a timely manner
  - c) Pedestals
    - (1) May be various shapes and sizes
    - (2) Made inexpensively from sono-tubes (from construction supply store) with a square or round top added
    - (3) Footed base pedestals are more stable
    - (4) May weigh base with bags of sand or pea gravel inside
    - (5) Made from pressed wood, plywood, plexiglass, etc., for heavier staging
  - d) Niches for Floral Design
    - (1) Sizes often used
      - (a) Miniatures: 8"h x 8"w x 8"d
      - (b) Small: 12"h x 12"w x 12"d or 8"h x 10"w x 10"d
      - (c) Medium: 24"h x 20"w x 16"d
      - (d) Large: 34"h x 26"w x 18"d
    - (2) Other sizes

- (a) Make mock-up to be sure neither too shallow nor too deep
    - (b) Horizontal, L-shaped, etc.
  - (3) Materials
    - (a) Wood, cardboard, wine crates
    - (b) Include a diagram in schedule
  - (4) If exhibitors are to provide backgrounds, state rules for attachment
  - (5) Adequate lighting
- 8. Other staging
  - a) Tables neatly draped in fabric or other covering
    - (1) Neutral color, or
    - (2) Color complementary to class or show
    - (3) Should be free of wrinkles
  - b) Identical materials used to separate classes in each division with extra for subdividing
    - (1) Ribbon, yarn or rope
    - (2) Bamboo, stakes or painted wood
  - c) Ideas to consider for staging variety
    - (1) Cubes, barrels, frames
    - (2) Turntable, hanging forms
    - (3) Large painted boxes
    - (4) Platforms placed on ground as bases
    - (5) Logs or tree stumps of different heights
    - (6) Architectural components
      - (a) Mantles
      - (b) Doors
      - (c) Windows
      - (d) Lamp posts
    - (7) Utilitarian objects
      - (a) Wheelbarrows
      - (b) Ladders
      - (c) End tables
      - (d) Other
- 9. Stability and safety
  - a) Staging should be solid to withstand jostling
  - b) Stanchions with ropes may be used to protect exhibits
- 10. Flower show committee and exhibitor work areas including
  - a) Work, entry, grooming and passing tables with chairs
  - b) Water source
  - c) Trash containers and disposal area
  - d) Flower buckets for out-of-town arrangers
  - e) Drop cloths if necessary

- f) Emergency work supplies and aids (Mat cutter, wires, glue)
- 11. Entry cards placement consideration
  - a) Plan for entry card placement at each exhibit
    - (1) Method of attachment (tape, glue dots, velcro, etc.)
    - (2) Placement (on wall, front of pedestal, etc.)
  - b) Easily seen by judges and public
  - c) Should not interfere with exhibits
- 12. Dismantling and removal of exhibits
  - a) Not earlier than 15 minutes after show closes to the public, no exceptions
  - b) To protect exhibits, entrants should be present before removal time; when this is not possible
  - c) Consider assigning a person to check out entries being removed
- 13. Storage of staging components
  - a) Stored for future use
  - b) Borrowed items returned to owners in good condition
- 14. Staging chair's report
  - a) Items used
  - b) Location of items
  - c) Source of borrowed items
  - d) Notes on condition

## **B. Division I Floral Design staging**

- 1. Viewing levels
  - a) Floral designs staged at appropriate level for viewing
  - b) Varying the heights of the staging of each class creates more interesting overall effect
    - (1) Pedestals at 36" or higher
    - (2) Niches approximately 42" from floor
    - (3) Low platforms or other staging
    - (4) Miniature staging should be approximately 52" from floor
- 2. Viewing sides
  - a) All floral designs must have adequate space from walls and other exhibits to be viewed on the number of sides specified in schedule
- 3. Environment
  - a) Avoid placing floral designs in front of windows, in direct sunlight, or near cold drafts

## **C. Division II Horticulture staging**

- 1. Viewing levels
  - a) Create visual variety in height
    - (1) Shelves
    - (2) Blocks
    - (3) Upturned pots
    - (4) Coat racks for hanging baskets



- (5) Ladders
- (6) Pedestals
- b) Only largest plants on floor
- c) Larger, taller exhibits behind shorter, smaller entries
- 2. Space
  - a) Should be adequate for the exhibit, entry card, key card, propagation card and optional Statement of Intent
- 3. Environment
  - a) Place horticulture away from cold drafts and direct sunlight
- 4. Containers for cut specimens
  - a) State in the schedule who is to provide the container
    - (1) Provided by committee, or
    - (2) Supplied by exhibitor
  - b) Uniform, transparent containers suggested, such as
    - (1) Test tubes with bases
    - (2) Glass bottles
    - (3) Vases
  - c) Appropriate in size and proportion to plant material with various sizes available
- 5. Wedging material for cut specimens should be
  - a) Provided at grooming table
  - b) Inconspicuous
  - c) Only at neck of bottle
  - d) Unobtrusive materials
    - (1) Examples are short clippings such as yew, natural sponges, clear marbles, plastic wrap
  - e) Boxwood and celery are not permitted
  - f) No wedging is an option
- 6. Re-staging and subdividing
  - a) Provide sufficient space for each entry to be seen to advantage
  - b) Only Horticulture Division chair and Passing chair may subdivide and re-stage large classes by
    - (1) Container size
    - (2) Plant groups
    - (3) Flower or foliage color
    - (4) Other
  - c) Should be done in advance of judging
  - d) Judges may further subdivide
    - (1) As long as there are a minimum of three entries in both the original class and in the new subdivided class

#### **D. Division III Photography staging**

- 1. Viewing levels
  - a) Photography hung at approximately 50 - 60" from floor

- b) Can be viewed from close up to 4 feet away
- 2. Space should be adequate for
  - a) Image
  - b) Entry card
  - c) Photo of inspiration material, when required
  - d) Optional smaller image after judging for creative technique class
- 3. Hanging material
  - a) Velcro
  - b) Museum putty
  - c) Hooks
- 4. Environment
  - a) Ensure adequate lighting
  - b) Avoid placing photographs where glare or backlighting is an issue

**E. Division IV Botanical Arts staging**

- 1. Viewing levels
  - a) Designs staged at appropriate level for viewing
    - (1) Small objects at eye level, approximately 50” from the floor
    - (2) Larger items on pedestals or tables 36” or higher
    - (3) Platforms or other staging for mannequins or full-size couture
  - b) Every entry in a class should be staged at the same height
- 2. Space should be adequate for
  - a) Exhibit
  - b) Entry Card
  - c) Sample card
  - d) Optional or required Statement of Intent
- 3. Installation materials may include
  - a) Fine, straight pins
  - b) Wire clippers
  - c) Adhesive glue dots
  - d) Fine invisible thread
  - e) Other

**F. Division V Education staging**

- 1. Viewing levels
  - a) Exhibit staged at appropriate level for viewing
- 2. Suggested options
  - a) Display boards
  - b) Tables
  - c) Shelves
  - d) Existing surfaces
- 3. Should use sustainable, recyclable, reusable and environmentally friendly materials
- 4. Components can be a powerful tool to convey messages
  - a) Plants

- b) Aquariums
  - c) Samples
  - d) Large scale photographs
  - e) Recordings
  - f) Video or slideshow presentation
  - g) Materials to take away
5. Exhibit(s) Statement of Intent should be 50 words or less included on the entry card or on signage

**G. Specialty Classes staging**

- 1. Needle Arts and Pressed Plants
  - a) See Botanical Arts staging
- 2. Video Classes
  - a) Screen should be conveniently placed and easy/large enough to view
  - b) Stage in a location in which sound, if included, can be heard easily

**II. Signage**

A. General information

- 1. Signs describing the goals of the GCA and/or of the host club are informative to the public
- 2. Graphics are the combination of images and writing used on all printed material and should
  - a) Relate to the show theme
  - b) Be consistent throughout with the same typeface and colors
  - c) Have a logo reflecting the show theme if possible
- 3. Consider sustainable practices for signage
  - a) Use environmentally-friendly materials
  - b) Signage and components reusable for future shows
  - c) QR codes for judges and the public for Statements of Intent or other information.
  - d) Keep h
- 4. Signs should be
  - a) Uniform
  - b) Large enough to be read from a distance
  - c) Placed so can be seen in crowds
  - d) Waterproof, if outside

B. Signage should include

- 1. Entrance to show
- 2. Identify Divisions and classes
- 3. Directional and informational signs to show Divisions and exhibits to best advantage
- 4. Road/Parking signs if necessary
- 5. Communicate other information to the public
- 6. Consider extra signage for Horticulture passing and staging
- 7. Directional signage for judges and clerks

8. "Please Do Not Touch" signs, if needed
- C. Signage required for each class should include
1. Class title
  2. Class number
  3. Description of class from schedule
  4. Optional
    - a) Style definition
    - b) Challenge class components
    - c) Sustainable practices, if applicable
  5. Horticulture: be prepared to make additional signs for subdivided classes
  6. Photography: preferable to include style definition (Color, Monochrome, etc.)
  7. Education exhibit: Statement of intent and any other large printed information

## CHAPTER VI: SANCTIONED NON-GCA MAJOR FLOWER SHOW

### I. Procedure to become a Sanctioned non-GCA Major Flower Show

- A. Contact the GCA Flower Show Committee chair at least 6 months in advance to request an evaluation to become a Sanctioned non-GCA Major Flower Show
- B. Provide the following documentation
  1. Copies of past schedules
  2. Details of the sponsoring organization
  3. Flower show particulars: location, timing, days open, visitors expected
  4. Documentation of the stability of the show
    - a) History of past shows
    - b) Plans for future shows
- C. Agree to 3 evaluations over 3 shows
  1. Evaluating team: GCA Flower Show Committee chair, Judging Committee chair, Floral Design Committee chair, Horticulture Committee chair, Photography Committee chair, Conservation Committee chair, Garden History & Design Committee chair, or their designees
  2. Evaluation is based on the qualities of the show - does it meet the standards of a GCA Major Flower Show
  3. Evaluation will be written by the GCA Flower Show Committee chair and sent to the show chair and copied to the GCA Executive Board
  4. After three evaluations, GCA Flower Show Committee chair and the GCA Executive Board will render a decision as to the status of the flower show

### II. Sanctioned Non-GCA Major Flower Show Awards

- A. May be awarded at sanctioned flower shows of stature that are not GCA shows
- B. Recipients may include
  1. GCA club members
  2. GCA clubs
  3. Non-GCA members
  4. Other organizations
- C. Application for awards approval is made in writing to the GCA Flower Show Committee chair at least 6 months prior to show
  1. Include a copy of the flower show schedule
  2. Specify the awards that are being requested
- D. Upon approval to present the awards, a list of approved GCA judges must be obtained from the GCA Judging chair
- E. Awards sent from GCA 1 month prior to show
- F. Presented only if merited
  1. [CERTIFICATE OF EXCELLENCE IN FLORAL DESIGN](#)
    - a) Award criteria
      - (1) Placed first, second or third
      - (2) Awarded for an exhibit of great distinction in floral design
      - (3) Challenge class entries not eligible
    - b) Judges

- (1) Three approved GCA floral design judges provided by the GCA Judging Committee chair
- 2. CERTIFICATE OF EXCELLENCE IN HORTICULTURE
  - a) Award criteria
    - (1) GCA club member(s), GCA clubs, non-members, other organizations
    - (2) Placed first, second, or third
    - (3) Awarded for great distinction in a competitive horticulture class
  - b) Judges
    - (1) Three approved GCA Horticulture judges provided by the GCA Judging Committee chair
- 3. CERTIFICATE OF EXCELLENCE IN PHOTOGRAPHY
  - a) Award Criteria
    - (1) Individual club members, individual non-members
    - (2) Placed first, second, or third
    - (3) Awarded for an exhibit of great distinction
  - b) Judges
    - (1) Three approved GCA Photography judges provided by the GCA Judging Committee chair
- 4. CERTIFICATE OF EXCELLENCE IN BOTANICAL ARTS
  - a) Award criteria
    - (1) Placed first, second or third
    - (2) Awarded to an exhibit of great distinction in botanical arts division
    - (3) Challenge classes not eligible
  - b) Judges
    - (1) Three approved GCA Botanical Arts judges provided by the GCA Judging Committee chair
- 5. CERTIFICATE OF EXCELLENCE IN CONSERVATION
  - a) Award criteria
    - (1) Awarded to an exhibit of exceptional merit that educates the public on conservation issues and promotes respect for natural resources and responsibility for environmental stewardship
  - b) Judges
    - (1) Three approved GCA Horticulture judges or 2 approved GCA Horticulture judges and another GCA approved judge knowledgeable about the subjects covered by the exhibit provided by the GCA Judging Committee chair
- 6. THE BULKLEY MEDAL
  - a) Award criteria
    - (1) recognizes an exceptional exhibit in the field of horticulture, botany, or conservation.
    - (2) The exhibit must increase the knowledge and awareness of the viewing public about an important aspect within these fields.

- (3) A minimum of three such exhibits in the show
- b) Judges
  - (1) Three GCA Approved Horticulture Judges
  - (2) Selected by GCA Judging Committee chair
  - (3) Approved by GCA Executive Board